Once a week

FLOOR CARE SCHEDULE **BUILDING 028 Team 1**

PREPARED BY: Charles Smith

REVIEWED BY: CLEANED BY: Hawk and Sidney

DIJII DING 040	FLOOD	WYDED OF	IIA DD CUDEA CE	WYDE OF	COHEDINED
BUILDING 028	FLOOR	TYPED OF	HARD SURFACE	TYPE OF	SCHEDULED
4St EV COD	CARPET	WORK		WORK	DATES:
1 st FLOOR					
			Stairway	Vac, Mop,	Once a Week
				Dust	
			Mail Room Floor	Hi-Speed	Once a Week
			Print Room	HI-Speed	Once a Week
			White Tile Hallway	Hi-Speed	Once a Week
			Grey Floor Hallway	Scrub	Once a Month
			Lobby Tile	Scrub	
	Cafeteria	Spot Clean			Twice a Month
	Suite 134	Spot Clean			Twice a Month
	Reception Area	Spot Clean			Twice a Month
	Gym Room	Spot Clean			Twice a Month
	Lobby carpet	Spot Clean			Once a Week
			Out Side Patio Area	Scrub	Twice a Month
			Restrooms Tile	Scrub	Once a Month
			Janitor closet	Hi-Speed	Once a week
2 ND FLOOR				•	
			Stairway	Vac,	Once a Week
			, , , , , , , , , , , , , , , , , , , ,	Mop,Dust	
			Restroom Tile	Scrub	Once a Month
			File Room 210	Hi-Speed	Once a week
			Tally Room 209	Hi-Speed	Once a week
			Encoding room 208	Hi-Speed	Once a week
			Mail Room 207	Hi-Speed	Once a week
			Breakroom 214	Hi-Speed	Once a week
			Mail Center 2B	Hi-Speed	Once a week
			Storage room	Hi-Speed	Once a week
			Janitor Closet	Hi-Speed	Once a week
			Junitor Closet	п ореси	Once a week
	Suite 200	Spot Clean			Twice a Month
	Conf. Room 204	Spot Clean			Twice a Month
3 RD FLOOR	Com. Room 204	Spot Cican			I WICE a MIUILII
J FLOOR			Stairway	Vac, Mop,	Once a Week
			Blaii way	v ac, 1910p,	Once a week

Su	raining r. 313	Spot Clean	Restroom Tile Console room 326 Janitor closet Mail room 3B Copy Room 302, 319 BreakR. 304, 320	Scrub Hi-Speed Hi-Speed Hi-Speed Hi-Speed	Once a Month Once a week Once a week Once a week
Su Su		Snot Clean	Console room 326 Janitor closet Mail room 3B Copy Room 302, 319	Hi-Speed Hi-Speed	Once a week Once a week
Su Su		Snot Clean	Mail room 3B Copy Room 302, 319	Hi-Speed Hi-Speed	Once a week
Su Su		Snot Clean	Mail room 3B Copy Room 302, 319	Hi-Speed	Once a week
Su Su		Snot Clean	Copy Room 302, 319		
Su Su		Spot Clean		~	Once a week
Su Su		Spot Clean		Hi-Speed	Once a week
Su Su					Twice a Month
Su		Spot Clean			Twice a Month
	ite 327, 311	Spot Clean			Twice a Month
4 th FLOOR					
			Stairway	Vac. Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a Month
			Computer r. 403	Hi-Speed	Once a week
			Mail Room 4B	Hi-Speed	Once a week
			Break R. 406, 415	Once a week	Once a week
			Copy Room 412,	Hi-Speed	Once a week
Su	iite 402	Spot Clean			
5 th FLOOR					
			Stairway		Once a Week
			Restroom Tile	Scrub	Once a Month
			Storage r. 518, 522	Hi-Speed	Once a week
			Break R. 514, 507	Hi-Speed	Once a week
			Copy R. 506,	Hi-Speed	Once a week
			Janitor closet	Hi-Speed	Once a week
Su	iite 512	Spot Clean			Twice a Month
Su	iite 521	Spot Clean			Twice a Month
6 TH FLOOR					
			Stairway		Once a Week
			Restroom Tile	Scrub	Once a Month
			Janitor closet	Hi-Speed	Once a week
			Break R. 610, 617	Hi-Speed	Once a week
			Copy r, 620	Hi-Speed	Once a week
			Mail room 6C	Hi-Speed	Once a week
Su	iite 612	Spot Clean		•	Twice a Month
		-			

7 TH FLOOR					
			Stairway	Vac, Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a Month
			Janitor closet	Hi-Speed	Once a week
			Mail Room 7B	Hi-Speed	Once a week
			Break R.704,707	Hi-Speed	Once a week
	Onen quite	Snot Clean			Twice a Month
	Open suite	Spot Clean			1 wice a Month
PENTHOUSE					
			Restroom Tile	Hi-Speed	Once a Week
			Breakroom Tile	Hi-Speed	Once a week
			Engineer's Office	Hi-Speed	Once a week
12 th floor					
			Restroom Tile	Hi-Speed	Once a week
			BREAKROOM	HIGH	Once a week
			TILE FLOORS	SPEED	
			Freight		

FLOOR CARE SCHEDULE **BUILDING 028 TEAM 2**

PREPARED BY: Charles Smith

REVIEWED BY: CLEANED BY: Larry and Dan

BUILDING 028	FLOOR	TYPED OF	HARD SURFACE	TYPE OF	SCHEDULED
	CARPET	WORK		WORK	DATES:
16th FLOOR					
			Stairway	Vac, Mop,	Once a week
				Dust	
			Restroom Tile	Scrub	Once a month
			Storage Room 16B	HI-Speed	Once a week
			Janitor closet	HI-Speed	Once a week
			Break R 1603, 1616	HI-Speed	Once a week
			Equip. room 1605	HI-Speed	Once a week
	G 4 4 602				TD 1
	Suite 1602	Spot clean			Twice a month
15th FLOOR					
			Stairway	Vac, Mop,	Once a Week
				Dust	
			Restroom Tile	Scrub	Once a month
			Mail room 15B	HI-Speed	Once a week
			Janitor closet	HI-Speed	Once a week
			Break R. 1508,1504	HI-Speed	Once a week
			Copy r. 1503	HI-Speed	Once a week
	Suite 1500	Spot clean			Twice a month
14th FLOOR					
			Stairway	Vac, Mop,	Once a Week
				Dust	
			Restroom Tile	Scrub	Once a month
			Mail Room 14B	HI-Speed	Once a week
			Janitor closet	HI-Speed	Once a week
			Copy r. 1405	HI-Speed	Once a week

			Break R. 1402, 1409	HI-Speed	Once a week
			Employee L. 1410	HI-Speed	Once a week
	Suite 1407	Spot clean			Twice a month
11 th FLOOR					
			Stairway	Vac, Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a month
			Janitor Closet	HI-Speed	HI-Speed
			Camera room 1106	HI-Speed	HI-Speed
			Mail room 11A	HI-Speed	HI-Speed
			Break R. 1103	HI-Speed	HI-Speed
			Phone room	HI-Speed	HI-Speed
					_
	Suite 1104	Spot clean			Twice a month
10 th FLOOR					
			Stairway	Vac, Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a month
			Janitor closet	HI-Speed	Once a week
			Analysis room 1013	HI-Speed	Once a week
			Break R. 1009,1004	HI-Speed	Once a week
	Suite 1014	Spot clean			Twice a month
-TH					
9 TH FLOOR			G . A		
			Stairway	Vac, Mop, Dust	Once a Week
			Restroom Tile	Scrub	Once a month
			Janitor closet	HI-Speed	Once a week
			Break R. 910, 903	HI-Speed	Once a week
			Copy room 909	HI-Speed	Once a week
			Employee L. 905	HI-Speed	Once a week
			Storage Room 9B	HI-Speed	Once a week
	G 1, 222	G			m .
	Suite 900	Spot clean			Twice a month
oTH EV COD					
8 TH FLOOR			G4. *	X7. 3.4	O
			Stairway	Vac, Mop,	Once a Week

			Dust	
		Restroom Tile	Scrub	Once a month
		Janitor closet	HI-Speed	Once a week
		Break r. 808, 807	HI-Speed	Once a week
		Copy r. 811, 806	HI-Speed	Once a week
		Mail room 8B	HI-Speed	Once a week
Suite 800	Spot clean			Twice a month

FLOOR CARE SCHEDULE **BUILDING 028 TEAM 3**

PREPARED BY: Charles Smith

REVIEWED BY: CLEANED BY: John and Rey

BUILDING 028	FLOOR	TYPED OF	HARD SURFACE	TYPE OF	SCHEDULED
DUILDING 020	CARPET	WORK	HARD SURFACE	WORK	DATES:
24 th FLOOR	CARTEI	WORK		WORK	DATES.
24 FLOOR			Stairways	Vac, mop,	Once a Week
			Stall ways	dust	Office a vveck
			Restrooms	Scrub	Once a month
			Janitor closet	Hi-Speed	Once a Month Once a Week
					Once a Week
			Break R. 2425, 2426	Hi-Speed	
			Storage room 244	Hi-Speed	Once a Week
	G 14 0400	g			780 • 78.67 47
	Suite 2408	Spot Clean			Twice a Month
	Suite 2427	Spot Clean			Twice a Month
23 rd FLOOR					
			Stairway	Vac, mop, dust	Once a Week
			Restrooms	Scrub	Once a month
			Janitor Closet	Hi-Speed	Once a Week
			Break R	Hi-Speed	Once a Week
			Copy R.	Hi-Speed	Once a Week
	Suite	Spot Clean			Twice a Month
	suite	Spot Clean			Twice a Month
22 nd FLOOR					
			Stairway	Vac, mop, dust	Once a Week

			Restrooms	Scrub	Once a month
			Copy r. 2222, 2235	Hi-Speed	Once a Week
			Break r. 2223, 2202	Hi-Speed	Once a Week
			Employee L. 2224	Hi-Speed	Once a Week
			Mail R. 22B	Hi-Speed	Once a Week
			Janitor Closet	Hi-Speed	Once a Week
	Suite 2232	Spot Clean			Twice a Month
	Suite 2210	Spot Clean			Twice a Month
	Suite 2225	Spot Clean			Twice a Month
21 st FLOOR					
			Stairway	Vac, mop, dust	Once a Week
			Restrooms	Scrub	Once a month
			Janitor closet	Hi-Speed	Once a Week
			Break r. 2113, 2108	Hi-Speed	Once a Week
			Copy r. 2115,	Hi-Speed	Once a Week
			Employee L 2106	Hi-Speed	Once a Week
			Mail Room 21A	Hi-Speed	Once a Week
				-	
	Class room 2114	Spot Clean			Twice a Month
	Suite 2102	Spot Clean			Twice a Month
20 th FLOOR					
			Stairway	Vac, mop, dust	Once a Week
			Restrooms	Scrub	Once a month
			Janitor closet	Hi-Speed	Once a Week
			Print room 2013	Hi-Speed	Once a Week
			Break r. 2014, 2008	Hi-Speed	Once a Week
			Mail room 20B	Hi-Speed	Once a Week
			Copy room 2005	Hi-Speed	Once a Week
	Suite 2002	Spot Clean			Twice a Month
10 th FI OOD					
19 th FLOOR			Ctainmon	Vac	Once o West
			Stairway	Vac, mop, dust	Once a Week
<u> </u>		1	1	1	

			Restrooms	Scrub	Once a month
			Janitor Closet	Hi-Speed	Once a Week
			Break r. 1905, 1915	Hi-Speed	Once a Week
			Supply room 1913	Hi-Speed	Once a Week
			Copy room 1916	Hi-Speed	Once a Week
			Mail room 19B	Hi-Speed	Once a Week
			Maii 100iii 13B	III-Speeu	Office a vveek
	Suite 1902	Spot Clean			
	Suite 1702	Spot Cican			
18 TH FLOOR					
10 FLOOK			Stairway	Vac, mop,	Once a Week
			Stan way	dust	Office a week
				dust	
			Restrooms	Scrub	Once a month
			Janitor closet	Hi-Speed	Once a Week
			Break r. 1814, 1805	Hi-Speed	Once a Week
			Equip. r. 1817, 1816	Hi-Speed	Once a Week
			Mail R. 18B	Hi-Speed	Once a Week
					0 2200 00 11 0022
	Suite 1820	Spot Clean			
	Suite 1020	Spot Grown			
17 th Floor					
2. 21001			Stairways	Vac, mop,	Once a Week
			Suit ways	dust	
			Restrooms	Scrub	Once a month
			Janitor closet	Hi-Speed	Once a Week
			Break r. 1710, 171	Hi-Speed	Once a Week
			Copy room 1705	Hi-Speed	Once a Week
			Mail room 17B	Hi-Speed	Once a Week
				1. 2 2 2	
	Suite 1707	Spot Clean			
	Suite 1713	Spot Clean			
	Suite 1718	Spot Clean			
	Suite 1723	Spot Clean			
	Suite 1120	Spot Citum			
			1	L	